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3 December 1986

MEMORANDUM FOR: Deputy Director for Administration

THROUGH:
Chief, DCI Administrative Staff

FROM: George V. Lauder
Director, Public Affairs Office

SUBJECT: Request for Additional Secretarial Parking Spaces in Rosslyn

1. This memorandum is a request for two additional secretarial parking spaces in Rosslyn. This office currently has one parking permit for secretarial positions.

2. Two of these secretarial positions are unstaffed. Although both have been advertised for some weeks it is probable that the positions will be filled with new EODs. The additional parking spaces will provide added incentive to come to Ames Building by offering parking to current secretaries and new employees who can ill afford the extra parking costs.

3. PAO funds are available for two commercial parking spaces.

George V. Lauder

*APPROVED:

Deputy Director for Administration

*Provided (a) that this special action be reviewed in 12 months with a view to determine if it had the desired effect, and (b) that the requesting organization pay for the parking acquired by this action.

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